

## EMPLOYEE TERMS OF REFERENCE

<b>POSITION TITLE:</b>	<b>Project Coordinator</b>
<b>AREA:</b>	Program/Project delivery (Education)
<b>LOCATION:</b>	Sydney head office preferred (however, WFH applications will be considered from locations where KTF already has staff – Melbourne, Brisbane and the Gold Coast.)
<b>TYPE / DURATION:</b>	Full time, 12-month contract
<b>REMUNERATION:</b>	\$75,000 (package; \$15,900 tax-free salary component thereby increasing take home pay)
<b>REPORTING TO:</b>	Program Manager



### ABOUT KTF:

KTF is an Australian international aid and development organisation working in Papua New Guinea (PNG).

We work with people and communities to improve the lives and futures of Papua New Guineans. We do this by: assisting remote and rural communities with access to elementary and primary [education](#); improving access to quality and accessible [healthcare](#); improving [livelihoods](#) and access to sustainable income-generation opportunities, especially for women; and by fostering the next generation of [leaders](#).

KTF is a member of the Australian Council for International Development and is accredited with the Department of Foreign Affairs and Trade's Australian Not-for-Profit Cooperation Program.

### ABOUT THE ROLE:

The Project Coordinator role is a newly created position in Australia to assist with coordinating KTF's education projects, primarily its Colleges which currently offer second-chance education for students interested in pursuing careers in teaching and community health work.

The Project Coordinator will work closely with KTF's Program Managers to effectively implement the academic and non-academic activities associated with operating KTF's Colleges in rural and remote PNG.

#### Key tasks include:

- data collection, data entry and analysis
- printing of learning resources and materials
- booking and coordinating transport to and from colleges
- booking travel for college staff
- coordinating food and boarding activities at the colleges
- assisting with college human resources activities
- coordinating student databases
- assisting with college monitoring and evaluation activities including quarterly reporting
- supporting the program managers and college staff
- liaising with in-country logistics and project coordinators to ensure the seamless delivery of activities in PNG

### ABOUT YOU:

- Minimum Bachelor level qualification in development (or similar), education, or project coordination or management;
- Proven experience in project coordination (ideally within the development context);
- At least 2 years of experience working with INGOs;
- Demonstrated experience of working in a team to deliver projects;
- Excellent organisational, time management and prioritisation skills;
- Experience in data collection, data entry and/or monitoring and evaluation activities;
- Well-developed interpersonal, communication and stakeholder liaison skills;
- Demonstrated ability to establish and maintain relationships, including the ability to work with diverse teams and cultures;
- Results focused, self-motivated and a self-starter who goes above and beyond;
- Passionate about equal rights, women's empowerment and contributing to a fair and equitable workplace.

**HOW TO APPLY:**

Email a letter of interest (max. 3 pages) addressed to KTF with the following:

- CV (please include three referees)
- Expression of interest addressing the selection criteria

Our contact details are:

- Email: [admin@kokodatrackfoundation.org](mailto:admin@kokodatrackfoundation.org)

Applicants must have the right to work in Australia.

KTF is a child safe organisation committed to the protection of people we serve. Our recruitment and selection procedures are designed to ensure we only recruit people who are suitable and aligned with our policies that ensure the safety of children and protection of all from sexual exploitation, abuse and harassment. All appointments are subject to appropriate background checks and screening. We promote diversity and equality in all our practices.

**APPLICATIONS CLOSE:**

5pm (AEST) Friday 23 October 2020.